

Minutes
FINANCE COMMITTEE
Tuesday, April 9, 2013
City Hall, Room 207
Immediately following Personnel which begins at 6:00 p.m.

MEMBERS: Alders Amy Kocha, Tom De Wane, Andy Nicholson, and Tom Sladek

OTHERS PRESENT: Ald. Tim De Wane, Dawn Foeller, Diana Ellenbecker, Chief Molitor, Officer Muraski, Lynn Boland, Steve Grenier, Rick Jensen, Tony Wachewicz, Dawne Cramer, and others.

1. Roll Call. All were present
2. Approval of the Agenda.

A motion made by Ald. Andy Nicholson, seconded by Ald. Amy Kocha, and carried to approve.

3. Approval of the minutes of the Finance Committee meeting of March 27, 2013.

A motion made by Ald. Andy Nicholson, seconded by Ald. Tom Sladek, and carried to approve.

4. Request by the Finance Director to review 2012 year end results including:
 - a) Review 2012 year end results of the general fund
 - b) Approve the request for carryover funds
 - c) Transfer money to sick pay escrow fund to cover additional costs of retirements in 2012.

Finance Director Foeller referred to the summary document that was included in the packet and stated that revenues exceeded expenses by \$359,297 for the year ending 2012. The final favorable value of \$359,297 is down from the preliminary 2012 value presented in January by \$450,000 due to final payroll adjustments that are done at year end. Director Foeller stated that she will work with each of the departments in 2013 to account for the final payrolls in their projections.

The final number of \$359,297 accounted for the value the sick pay escrow exceeding its budget by \$1,215,448. The City saw a substantial increase in retirements in 2012 that may have been due to the uncertainty of how Act 10 and Act 32 would impact their retirement.

Finance Director Foeller requested the approval to transfer funds from the General Fund to the 704 Fund in the amount of \$1,215,450 to cover the retirements that took place in 2012.

A motion to hold on transfer made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

Finance Director Foeller listed three requests for carryover of funds. The first request relates to \$3,000 in donations that the Mayor solicited in order to offer a speakers series to community leaders. The money was collected in 2012, however the speakers series will not take place until 2013. Finance Director Foeller is requesting that the funds be carried over in 2013 for the speaker series.

A motion to approve made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

The Department of Public Works is requesting a carryover of \$150,000 into their materials and supplies account for salt. There was a significant amount remaining in the budget for 2012 and they are requesting the carry over into 2013. Director Steve Grenier stated with the significant snow falls in the winter of 2013, we have depleted the entire amount the City budgeted for salt. We currently have just 500 tons of salt in reserve, which would be used up in one application. The \$150,000 should carry the City through the end of the year.

A motion to approve made by Ald. Tom Sladek, seconded by Ald. Andy Nicholson, and carried to approve.

The final request for carryover is by the Park, Recreation, and Forestry department. The department is requesting to carry forward \$8,563.28 of revenue over expenditures that were collected in 2012 from the Ice Skating rink, located on the boardwalk, in order to staff that position in 2013 as well as to purchase additional rink-coating product.

A motion to approve made by Ald. Tom Sladek, seconded by Ald. Andy Nicholson, and carried to approve.

5. Request by the Finance Director to transfer \$18,000 from the contingency fund to Police and Fire Commission to cover the cost of police and fire recruitments.

Finance Director Foeller explained that with the recruitment of a police and fire chief in 2013 along with the regular recruitments of police and fire personnel, the police and fire commission has almost expended their entire budget and they are requesting an additional \$18,000 to continue recruiting for this year. Director Boland provided further explanation that the budget has always been the same from year to year, but with two chief recruitments in the same year, including recruitments of police officers and future scheduled recruitments of fire fighters, the additional funds will be needed.

A motion to approve made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

6. Request by the Finance Director to review and approve the opportunity to hire an individual(s) through Aspiro to fill the role as greeter/receptionist for the Welcome Center.

Finance Director Foeller stated up until August of 2012, the position was staffed through a federally funded program N.E.W Curative offered. The funding for that program has since been cut. Director Foeller along with Director Boland have been looking at different opportunities as to how to staff the Welcome Center. Various ideas were

generated including Aspiro. The request for this meeting is to ask for funding for the position since the federally funded position is no longer an option. The position description is listed as a welcome center aide, hours would be from 8:30 – 4:00 and the City would be looking to hire potentially two part time individuals and would offer minimum wage. We would look at this position as a training opportunity for the individuals. The amount of funds needed would be about \$9,500 to cover the wages through the City, not to exceed \$10,000. Funding for this position could be transferred from the Election funds to the Clerk funds.

A motion to approve made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve with Ald. Nicholson voting no.

7. Report of the Purchasing Agent:

- a. To award the purchase of 45 Mobile Data Terminals (MDT) for Police cars to DATA 911 for \$172,096.

Purchasing Manager, Rick Jenson stated that this is a replacement purchase of the current MDT's in 45 police squads. Officer Muraski explained that the mobile data terminals need to be updated in order to handle the newer software upgrades and packages that are being utilized by the Police Department. IT Administrator, Mike Hronek, stated that the police department along with our IT staff tested products from five different vendors with Data911 being the most cost effective option when they considered we would only be replacing the CPU and reusing the monitors and keyboards we currently have. Purchasing Manager, Rick Jensen stated the City used federal GSA (Government Services Administration) pricing as a comparison for the original purchase of this product four years ago and the current pricing offered is at or below current GSA pricing. The vendor has included a 48 month factory warranty on the new CPUs and offered to extend the warranty on the existing monitors for 48 months at no charge.

A motion to approve made by Ald. Tom DeWane, seconded by Ald. Amy Kocha, and carried to approve.

A motion to reconsider made by Ald. Andy Nicholson, seconded by Ald. Amy Kocha, and carried to approve.

Ald. Sladek raised the question as to where the funds are located in the 421 Fund. Finance Director Foeller stated that this purchase had been budgeted for in previous years knowing that we would need to replace them after the four year period. The money is part of the 421 fund balance.

A motion to approve made by Ald. Tom DeWane, seconded by Ald. Amy Kocha, and carried to approve.

- b. To award the purchase of HP SAN Data Storage Equipment to Camera Corner for \$80,649.

Purchasing Manager, Rick Jensen explained this purchase had a bid reading at 2:00 p.m. on Wednesday, April 3, 2013, and two out of four responses were received. Two bid responses were delivered by FedEx at 2:20 p.m. and they were refused to be accepted because of missing the deadline which is standard purchasing protocol. Out of

the two bids received, Camera Corner provided a fair and the best reasonable price for the equipment.

A motion to approve made by Ald. Amy Kocha, seconded by Ald. Tom Sladek, and carried to approve.

- c. Request to approve the recommendation of the evaluation committee to award a three year contract for Animal Impound Services to Packerland Veterinary Center for \$432,000.

With respect to Items 7.a., 7b., and 7 c., the Committee may convene in closed session pursuant to Sections 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Committee may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

Ald. Tom DeWane requested to delay a response for two weeks in order to do further investigation into the matter requesting approval.

A motion to hold for two weeks made by Ald. Tom DeWane, seconded by Ald. Tom Sladek, and carried to approve.

8. Report of the Finance Director.

Finance Director Foeller stated that we had another successful election with a 16 percent voter turnout for the April 2nd election.

For the week beginning April 15th, the auditor's will be to complete their audit field work on the City's 2012 financial statements.

Ald. Tom Sladek along with the Mayor, attended the joint Finance Committee at Lambeau Field on Monday, April 8th, The Mayor spoke to the Committee in favor of keeping local control over our levy limits.

For the next meeting, Finance Director Foeller will be bringing forward the 2013 General Borrowing Request, which will consolidate the department capital improvement budgets that was approved by the City Common Council.

A motion to receive and place on file made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

A motion to adjourn made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

- 1) **THIS MEETING IS AUDIO TAPED:** THE AUDIO OF THIS MEETING & MINUTES ARE AVAILABLE ON LINE AT WWW.CI.GREEN-BAY.WI.US.
- 2). **ACCESSIBILITY:** Any person wishing to attend who, because of a disability, requires special accommodation should contact the City Safety Manager at 448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3). **QUORUM:** Please take notice that it is possible that additional members of the Council may attend this committee meeting resulting in a majority or quorum of the Common Council. This may constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4). **REPRESENTATION:** The party requesting the communication, or their representative, should be present at this meeting.